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U.S. Office for  
Emergency Management

Information for new  
employees

[Washington]

1941

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*Information*  
FOR NEW EMPLOYEES



308  
Z  
Box 593

*December 1941*

Office for Emergency Management  
Personnel Office

9/17/42 V.C. / 122

## OFFICE FOR EMERGENCY MANAGEMENT

### PERSONNEL OFFICE

The material in this pamphlet was assembled by the Personnel Office for the convenience of OEM employees who are new to Washington. Information is given on the following topics:

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### PLAN OF CITY

A street map of Washington should be studied in conjunction with the following description of the city.

To understand the plan of the city, visualize it as a gigantic compass, with the Capitol Building at the center. Pointing due north is North Capitol Street and pointing due south is South Capitol Street. Running east at right angles to these two is East Capitol Street. There is no West Capitol Street; the space west of the Capitol consists of a park called "The Mall," the Washington Monument, and the Lincoln Memorial. By following these lines on your map you will see that Washington falls into four directional divisions: Northwest (NW.), Northeast (NE.), Southwest (SW.), and Southeast (SE.).

The streets running east and west are designated by letters of the alphabet and the streets running north and south are numbered. This can also be explained by the compass comparison. The numbered streets start with First Street, west of the Capitol, and a new numbered series begins with First Street, east of the Capitol. There are also two sets of alphabet streets, north and south of the Capitol. Thus, the city has four Fourth and D Street intersections, designated as NW., NE., SW., and SE. Principally in the Northwest Section, there are second, third, and fourth alphabets. The second alphabet is

composed of two syllable names, as Euclid, Fairmont and Girard; the third alphabet uses three syllable names as Allison, Buchanan and Crittenden; while the fourth alphabet (in Washington, D. C. and in Maryland) is composed of names of trees and flowers such as Dogwood, Elder, and Fern Streets.

Several avenues, named for States, radiate from the Capitol or the White House area; important exceptions are Massachusetts, Wisconsin, Florida, New Hampshire, and Rhode Island Avenues. Constitution and Independence Avenues run east and west.

### A PLACE TO LIVE

*Homes Registration Office*, 458 Indiana Avenue NW. Republic 1086. This agency is sponsored by the Washington Board of Trade and the Homes Registration Division of the Division of Defense Housing Coordination of the Office for Emergency Management. Available houses, apartments, and rooms are listed at this office after inspection by women volunteers under direction of the Washington Housing Authority.

*Washington Room Exchange*, 1859 Wyoming Avenue NW. Columbia 8560. Privately operated, with approximately 900 inspected rooms. Upon request a representative will provide a car to show available space.

*Y. W. C. A. Room Registry Service*, Seventeenth and K Streets NW. Metropolitan 2100. Rooms for women in private homes and boarding houses are inspected by Y officials.

*Jewish Community Center*, Sixteenth and Q Streets NW. Dupont 6162. The center has an inspected room registry service, which lists rooms without meals and also recommends rooms with board for Jewish men and women seeking homes with Jewish dietary fare.

*Classified advertisements* cover furnished and unfurnished houses, apartments, and rooms with and without meals. The Northwest section provides the widest selection. Generally speaking, rents in the Northeast and Southeast are under those in the Northwest.

*Suggestions on living arrangements*.—Single employees whose monthly salaries range from \$90 to \$120, who have not already made plans to join friends in apartments or private houses, are advised to obtain board and room either in a boarding house, club, or with a private family. Cost will range from \$35 to \$60 a month. Rent for a single room, without meals, is from \$20 to \$35; a single room, with private bath, without meals, from \$35 to \$50; for a double room, from \$15 to \$20 each; for a double room, with private bath, from \$20 to \$25 each. The variation in price is dependent on both location and quality of furnishing.

A minimum for properly balanced meals purchased at restaurants and cafeterias is \$1 a day. Light breakfasts can be obtained at lunch counters or drug stores for from 15 to 25 cents; while dinners are available at from 40 to 60 cents in cafeterias, and from 60 cents to \$1 in restaurants and tea rooms. Many large Government buildings have cafeterias which serve excellent lunches for 25 cents.

Married persons in the above salary brackets are advised to look for furnished light-housekeeping rooms. Two rooms, with kitchen space and shared bath facilities, will rent for from \$35 a month up.

Approximate rentals for apartments are as follows:

	Furnished	Unfurnished
1 room, kitchen, and bath.....	\$45-\$70	\$37-\$58
2 rooms, kitchen, and bath.....	55- 80	45- 75
3 rooms, kitchen, and bath.....	70-100	60- 90
4 and 5 rooms, kitchen and bath.....	80-150	70-125

### TRANSPORTATION

*Busses and streetcars*.—The Capital Transit Co. map, attached, gives detailed instructions on bus and streetcar routes. A single fare is 10 cents, while 6 tokens are 50 cents. A weekly pass (obtainable from conductors on busses and streetcars for \$1.25) may be used any number of times on any bus or streetcar in the District. It is good for 1 week beginning 5 a. m. Sunday.

The Transit Co. map shows the street plan of the entire city, and should be consulted for addresses outside of the section covered by the small map. Call Michigan 6363 for further information on public transportation facilities.

This map also includes an index to streets and a brief description of points of interest to visitors.

*Taxis*.—The fare for one or two passengers in the first zone, which includes Union Station, the Capitol, the downtown business section, and has Florida Avenue and Twenty-second Street as its northern and western boundaries, is 30 cents. The fare jumps to 40 cents in the second zone, 60 cents in the third zone, 80 cents in the fourth zone, with additional charges for trips involving special stops and indirect travel. There is a 10-cent charge for each piece of hand baggage in excess of two pieces.

### CHURCHES

The churches of Washington will give a hearty welcome to all newcomers who make their presence in Washington known to all pastors. A complete index of churches appears on pages 4 and 5 of the classified section of the telephone directory. Information as to the times of meeting, sermon subjects, and activities for the week will be found in the Saturday newspapers.

Morning services of Washington churches are very well attended, and many churches must hold two morning services to accommodate the crowds. For this reason it is suggested that newcomers get acquainted with the young peoples' groups in the Sunday schools or those that meet in the evening, as these groups are intentionally made smaller so that personal attention may be given to strangers. You will find people from every State in the Union in most churches, and these "home folks" are especially interested in making new friends from their States.

In addition to religious services, Washington churches offer many educational and recreational facilities, dramatic societies, socials, outings, picnics, seasonal sports, singing, social-service work, sight-seeing tours, book review clubs, music appreciation groups—in short, they offer to the newcomer a well-rounded program of activity to help him get acquainted with the city, its life, and its people.

The Protestant work is coordinated by the Federation of Churches, located at 1751 N Street NW. There is now being developed a program in cooperation with the local churches of interest to all newcomers. By January 1, 1942, this program will be under way and weekly notices of special interest to newcomers will be posted on the various bulletin boards of the Office for Emergency Management and other Government offices. For additional information call the Federation of Churches, Decatur 8132. Ask for Mr. Tuller.

The local Catholic churches are centering their recreational activities in the National Catholic Community Service Club, 918 Tenth Street NW. Through the club, information can be secured about any of the individual churches and their services. A list of available rooms is also maintained. The club names bowling, ping pong, dances, dancing classes, and a radio recording machine among its facilities for entertainment and is open all week, with dances for servicemen Saturday and Sunday.

Washington has about 20 synagogues which concentrate their activity program in the Jewish Community Center, Sixteenth and Q Streets NW. Some of the synagogues hold discussion groups after the service Friday evening. The center can give complete information about the synagogues and the room list. Its own program provides for everything from swimming to drama and drawing classes. Its membership is nonsectarian.

#### POST OFFICES

Post-office substations are listed on page 781 of the city telephone directory, under "United States Government."

#### SCHOOLS

The Board of Education, Thirteenth and K Streets NW., National 1300, will supply information on locations of grammar schools and junior and senior high schools.

In addition to the various technical, professional, and academic schools offering higher education, the Department of Agriculture has its Graduate School. Its purpose is to offer further training courses to Government employees which will help prepare for advancement and for which college credit may be received.

#### SHOPPING

The main shopping district is on and near F Street from Seventh to Fourteenth. On Connecticut Avenue, from K Street to Chevy Chase, there are small clothing shops. Small stores also are found on H Street NE. and on Pennsylvania Avenue SE. On upper Fourteenth Street, near Park Road, stores are open until 9 p. m.

Many stores invite new customers to open charge accounts. It is suggested that new employees consult experienced Washingtonians about reputable credit establishments before opening accounts.

The personal shopping facilities of some of the large department stores are helpful to persons with their individual buying problems and carry no service charge.

#### RECREATION

##### ATHLETIC ACTIVITIES:<sup>1</sup>

*Bowling.*—Bowling alleys can be found in all sections of the city. See classified section of the telephone directory for the location most accessible to you.

*Bicycling.*—The Welfare Bicycle Academy, Fourteenth Street and Hains Point Drive SW. (open until 11 p. m.), Metropolitan 8940, rents bicycles for riding around Hains Point and in East Potomac Park for 25 cents an hour. See telephone directory for other bicycle rental services in various sections of the city.

*Canoeing.*—There are two private canoe clubs just north of the Key Bridge in Georgetown. At an adjacent public boathouse canoes can be rented (Dempsey's, Thirty-sixth and K Streets NW., Republic 8911). The upper Potomac has great scenic beauty, but in the vicinity of Chain Bridge currents are treacherous and this section of the river should be avoided by inexperienced canoeists.

*Country clubs.*—There are 10 or more country clubs in the immediate vicinity of the city. The majority of these have 18-hole golf courses, tennis courts, and in most cases indoor or outdoor swimming pools.

<sup>1</sup> The information listed covers several seasonal activities.

As a general rule, it is possible to play golf only when sponsored by a club member.

*Fishing.*—License is not required to fish in the District waters of the Potomac River and the Tidal Basin, nor the Chesapeake Bay. The bay offers excellent salt-water fishing. Boats can be hired at resorts on the lower Potomac and the Chesapeake Bay.

*Golf.*—Public courses at Hains Point, East Potomac Park (three nine-hole courses); West Potomac Park (one short nine-hole course); Rock Creek (two hilly nine-hole courses); Anacostia (one nine-hole course). The charges are nominal—15 cents for nine holes during the week, and 25 cents on week-ends and holidays.

*Hiking.*—Persons interested in trails more rugged than the city parks afford can secure information about mountain hikes in the Blue Ridge and the Alleghenies, in both Pennsylvania and Virginia, from the Potomac Appalachian Trail Club, 1624 H Street NW., National 5851.

The Capital Hiking Club, Michigan 6363, branch 607, and the Wanderbirds' Hiking Club, Chestnut 1960, schedule Sunday hikes and also arrange dances throughout the year.

*Horseback riding.*—There are miles of trails in Potomac and Rock Creek Parks. Rates range from \$1 to \$2 per hour. See classified section of telephone directory for stable locations.

*Outdoor program of National Capital parks.*—The pamphlet, "Outdoor Programs, National Capital Parks, Season 1941," describes: (1) "Campfire programs," a series of outdoor illustrated talks and moving pictures on exploration, travel, national parks, and natural history subjects, held at 8 o'clock each Friday evening during the summer in the wooded area of Rock Creek Park near Sixteenth and Kennedy Streets NW. (2) "Sunday outings," conducted bird, tree, and nature walks. These continue during the month of December, perhaps later if the interest is sufficient and the weather permits. Short hikes are scheduled Saturday afternoons for those interested in brisk walks rather than informational trips.

A schedule can be obtained from the Park Naturalist, Room 1223, Interior Building, Eighteenth and D Streets NW., or by telephoning Republic 1820, branch 2557. After office hours ask for Park Police, branch 2555.

*Picnics and outdoor ovens.*—You can obtain free permits for use of outdoor ovens from National Capital Parks, room 1211, South Interior Building, Eighteenth and D Streets NW. Rock Creek Park has 25 ovens, with tables and benches; Fort Hunt, approximately 2 miles east of Mount Vernon on the Washington-Mount Vernon Highway, has picnic accommodations for 100 persons; while Fort Dupont in Southeast Washington has 40 picnic groves with ovens and tables.

(Fort Dupont can be reached by personal car by driving out Pennsylvania Avenue SE., to Anacostia Road, turning left, then right into the park. It is also possible to go to Fort Dupont by bus.)

*Swimming.*—Pools open to the public include:

East Potomac Park (on Hains Point), Republic 0409.

Airport Swimming Pool, Washington Airport, Arlington, Virginia, District 6900.

Anacostia Swimming Pool, Anacostia Park SE., Franklin 6236.

Banneker Swimming Pool, Georgia Avenue and Howard Place NW., Columbia 8336.

Francis Jr. Swimming Pool, Twenty-fifth and N NW., Republic 1593.

McKinley, Lincoln Road and R NE., Decatur 4268.

Takoma, Fourth and Van Buren NW., Georgia 6281.

Y. W. C. A., Seventeenth and K NW. (physical examination required).

Y. M. C. A., 1736 G Street NW.

Jewish Community Center, Sixteenth and Q NW.

The following hotels also have pools:

Wardman Park (indoor and outdoor).

Shoreham (indoor).

Ambassador (indoor).

Salt-water bathing is available at Annapolis Roads, Beverly Beach, Chesapeake Beach, Plum Point, and other resorts on the Chesapeake Bay. Nearest ocean resorts are Ocean City, Md., and Rehoboth and Bethany Beach, Del. These are from 4 to 5 hours distant by motor (via the Matapeake Ferry from Annapolis to Maryland's Eastern Shore).

*Tennis.*—Season permits for free public courts (81 courts) can be secured from the Community Center and Playgrounds Department, 1740 Massachusetts Avenue NW.; call Michigan 1155 for locations.

The Welfare and Recreation Association operates fee courts (4) cents per hour at Sixteenth and Kennedy Street NW. and at Pierce Mill in Rock Creek Park (foot of Tilden Street NW.). Play starts on the hour, and first come, first served.

#### EDUCATIONAL AND SOCIAL ACTIVITIES.

Washington offers in this field a remarkable opportunity to enjoy all the activities found only in the largest cities of our country. Each person can find full expression for his particular interests either as a spectator or as a participant. Further details than those listed below may be secured from newspaper announcements and advertisements, the organizations themselves, the Public Library, and from notices on the bulletin boards located in the different Government divisions.

*Amusement park.*—Dancing, swimming, motorboats, coaster dips, and other amusement facilities are offered during the summer months by Washington's only amusement park, Glen Echo. Take route 20 car, marked "Cabin John," anywhere along Pennsylvania Avenue, west of the Capitol. Round-trip fare, 25 cents.

*Art galleries* include the Corcoran at Seventeenth and New York Avenue NW.; Freer, Twelfth and Independence Avenue SW.; National, Constitution Avenue and Sixth Street NW.; and Phillips, 1600 Twenty-first Street NW. Admissions are generally free. Special exhibits will be noted in the papers. The Corcoran and Phillips Galleries offer courses of instruction, while various lecture series are given by the galleries.

*Boat excursions.*—During the summer there are daily and nightly round-trips on the Potomac at low rates. Boats (with dance orchestras) sail down the river from Seventh Street wharves.

*The Capitol*—the unique advantage of Washington over other cities. One can hear our Senators and Representatives meet in congressional session to make the laws and form the policies under which we are governed. Their committee hearings, most of which are open to the public, are especially interesting. They give an opportunity not only to hear the Congressmen, but also the nationally known scientific and professional men appearing at the hearings.

*Dances* for selective-service men are organized under the auspices of:

The Women's Battalion of the D. C. Council of Defense, 500 District Building, National 6000, extension 2379.

The local churches organized under the Federation of Churches and the USO with Mr. Tuller, Decatur 3132, in charge.

The Y. W. C. A. and the Y. M. C. A.

These organizations are eager for the participation of the defense workers in their social programs and will be glad to give detailed information about participation in their programs if they are called.

*Lectures.*—Among the organizations sponsoring lectures and informal courses of study are the National Park Service, National Geographic Society, Phyllis Wheatley Y. W. C. A., Red Cross, Y. W. C. A., Y. M. C. A., and the Public Library, which also has complete information about these and the various lecture bureaus of the city.

*Libraries.*—The Congressional Library offers changing exhibits of books, photographic art, drawings, and etchings, in addition to magazine reading rooms and regular library services. Your home city newspaper is available in the public reading room. Open Monday to Friday, 9 a. m. to 10 p. m.; Saturday, 9 a. m. to 6 p. m.; Sundays and holidays, 2 p. m. to 10 p. m.

The Carnegie City Library is at Ninth and K Streets NW. Open Monday to Friday, 9 a. m. to 9 p. m.; Saturday, 9 a. m. to 4 p. m.; closed Sunday during summer.

The Public Library extends a welcome to all newcomers and members of their families and an invitation to visit the Central Library, Eighth and K Streets NW., and its 12 neighborhood branches.

At the Central Library, the Washingtoniana or local history division will answer any of your questions about the city; you may listen to your favorite records in the Music Division or attend concerts; you may see excellent art exhibits in connection with the art department or may sit quietly and read the books and magazines of your choice in whatever field your interest may lie. You may draw books for home use from the excellent collection in all fields of knowledge.

If you wish to follow a planned course of reading, an adviser will be glad to talk with you and plan such a course. These services are available in a lesser degree at the branches.

Cards entitling you to withdraw books from the Central Library and the branches may be obtained without cost, but bring some identification bearing your residence address and also your letter of appointment or building pass.

Two helpful monthly publications are distributed free at all libraries, "Informal Education in Washington," which lists lectures, plays, concerts, art exhibits and recreational activities with cost, if any, and the "Monthly List of Selected Books."

Phone National 6776 for location of branches or any other information.

*Movies and theaters.*—Amusement sections of all papers carry announcements of theater and movie attractions which vary according to the seasons. Through the fall, winter, and spring season New York productions of plays and musical comedies are presented weekly at the National Theater.

There are two summer play groups operating theaters—one on Rockville Pike near Bethesda, Md., and one at Baileys Cross Roads, Va. Bills are changed weekly and include modern play hits and melodrama.

Theater sections in Sunday papers carry announcements of non-professional group programs of the Civic Theater, Columbia Players, Pierce Hall Players, Montgomery Players, and the Drama Workshop of the Jewish Community Center.

*Music.*—The music bureaus (see telephone directory, classified) offer symphony concerts, musicales, appreciation lectures, and concerts. The Army, Navy, and Marine Bands open their broadcasts to the public. The Navy and Marine Bands broadcast some evenings



at their barracks, Eighth and M Streets SE., and Eighth and I Streets SE., respectively. Opportunities for individual and group work in music as well as appreciation courses are given by the Y. W. C. A., the Jewish Community Center, and the Public Library.

During the summer months band concerts are given at the Capitol, the Sylvan Theater on the Monument Grounds, and in Potomac and other city parks.

Starlight chamber-music concerts are presented twice a week from a concert shell facing the reflecting pool in Meridian Park, Sixteenth and Florida Avenue NW. The series, beginning early in July, lasts 6 weeks. Top admission is 50 cents and tickets can be purchased at the park or at Cappel Concert Bureau, 1340 G Street NW., Republic 3503.

The famous Sunset Symphonies by the National Symphony Orchestra, at the Water Gate near Lincoln Memorial, begin late in June and continue twice weekly through July. Tickets can be purchased at Symphony Box Office in Kitt's Music Store, 1330 G Street NW., National 7332.

Dramatic and choral entertainment and band concerts will also be presented at the Water Gate during the summer months.

*Newspapers* from many of the smaller cities are available in the Congressional Library, Public Library at Seventh and K Streets NW., newsstand at Nineteenth and Pennsylvania Avenue NW., and a moving truck which in the morning is at Nineteenth and E Streets NW. and in the evenings is at Fourteenth Street and New York Avenue NW.

*State societies* are social organizations whose members are former residents of the States. Each State has a society, which meets several times yearly for dances, dinners, picnics, etc. Information about your State society can be supplied by the office of your Senator or Congressman (telephone National 3120 and ask for your Senator or Representative).

### EMPLOYEE CLUBS

In each of the branches of the Office for Emergency Management employee clubs are being organized for the purpose of sponsoring athletic and social activities. These clubs also promote various group plans contributing to employee welfare and relating to such subjects as Group Health and Group Hospitalization, the Defense Federal Credit Union, group insurance, emergency-loan funds, Red Cross first-aid courses, travel lectures, movies, etc.

These clubs are instrumental in bringing about good fellowship among the employees of the various divisions and offices. Club functions, both social and athletic are of special value to newcomers since they provide an easy method of making friends. There is a nominal membership fee of \$1 per year. This money is used for the benefit

of the group in arranging for dances, equipment for athletic teams, special social events, etc. The central Employee Association makes available to all members of branch clubs a discount purchasing list covering a wide variety of commodities. The discount percentages, ranging from 10 to 40 percent, make it possible for a member to regain in one or two purchases the \$1 membership fee.

Employee clubs in varying degrees of development are operating in the Division of Defense Housing, Division of Lend-Lease Administration, Office of the Coordinator of Inter-American Affairs, Division of Central Administrative Services, and Office of Price Administration.

Ask your supervisor for details or call branch 760 for further information.

### PERSONAL, MEDICAL, AND FINANCIAL SERVICES

*Medical and dental services.*—The Medical Society of the District of Columbia, 1718 M Street NW., will suggest physicians in specialized fields. Twenty-four-hour telephone service is provided. Call District 3111.

Information on dental services may be obtained by calling the Executive Secretary of the D. C. Dental Society, room 202, 1835 Eye Street NW., Republic 4600.

*Cashing checks.*—Department stores will cash Government checks if you have identification.

Most banks will not cash checks without identification by a depositor. It is possible to open a savings account and obtain this service, of course.

*Checking accounts.*—At local banks, service charges are based on the activity of the account and the average balance carried; if the checking account averages over \$100, but is not higher than \$200, no charge is made for the first 8 checks; if the balance in any month falls below \$100, a \$1 service charge is generally made. The \$1 charge permits the issuance of 10 checks, with the 5-cent charge for additional checks.

Some banks have established a checking-account service which will appeal to small depositors. For a service charge of \$1, 10 checks can be written, with no minimum deposit.

*Credit unions.*—A credit union is a cooperative organization through which members having some common bond of interest, such as the same employer, may have their own means for saving and for securing small personal loans. The Defense Federal Credit Union, federally chartered, provides this service for OEM employees. It is owned and operated by the employees who are members. They elect their own officers, directors, and credit committees.

Any employee may join by paying the membership fee of 25 cents and by subscribing to the purchase of at least one stock share of \$5, which may be paid for in deposits of at least 25 cents a month. The maximum amount of stock which may be purchased by an employee in any one month is \$50. No employee is permitted to hold more than \$300 of stock.

Loan applications are acceptable after payment of the membership fee and the deposit of at least 25 cents on a share of stock. Cosigners or collateral is required on loans over \$25. The maximum loan to any one person in any one month is \$50. The rate of interest is 1 percent per month on the unpaid balance.

Interest on earnings is paid in the form of dividends, which are declared by the members at the annual meeting held in January.

Savings may be withdrawn at will, subject to the usual savings-bank provision for 60 days' notice, which is rarely invoked. Credit-union funds are deposited in an insured bank, where they are held until needed for loans or withdrawals.

Collectors whose functions are to accept membership fees and to collect payments on loans or on stock shares are assigned to various offices and are readily accessible.

*Group Health Association* is a cooperative organization of persons in the employ of the United States Government, who desire to provide themselves and their dependents with medical and hospital services, on a prepayment plan. Members of this group receive medical and surgical examinations and treatments at the clinic, home, or hospital in addition to other services such as X-ray, obstetrical care, eye examinations, etc. Cost includes a \$2 application fee for the member and each dependent, payable at the time application is made. After acceptance, a \$10 membership fee is required for the member only and may be paid at the rate of \$1 per month. For further information see pamphlet given or call Republic 1575.

*Group Hospitalization, Inc.*, is a civic, nonprofit organization providing hospital service to persons employed in Washington and their families. Its activities are carried on under a charter from the Congress of the United States. Subscribers and their physicians have access to the 12 voluntary hospitals in Washington, subject, of course, to the regulations of each hospital. Many hospital services, including hospital care up to 21 days in any contract year, are available to each participant. Employees in sound health, who know of no condition which might require hospital care, are eligible for membership. The monthly fee for a single person is 65 cents; for husband and wife \$1.50; and for a subscriber and his family \$1.75. Membership drives occur twice a year. Further information can be obtained by calling Republic 5252.

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